

# Position Description

## 1700 Hour AmeriCorps Member

### Bannack State Park



**Term of service:** January 17, 2016 – November 18, 2016

**Service schedule:** Member will serve a minimum of 1,715 hours over a 44 week term, averaging 41 hours per week with 80 hours of "Time not served" to be used as holiday, vacation or sick time in addition to regularly scheduled weekends.

#### **Position Summary:**

Come walk the deserted streets of [Bannack State Park](#) and discover the "Old West." Bannack is the best preserved of all Montana ghost towns with over 100 abandoned buildings. Bannack was founded in 1862 when John White discovered gold on Grasshopper Creek. As news of the gold strike spread many prospectors and businessmen rushed to Bannack hoping to strike it rich. In 1864, Bannack was named as the first Territorial Capital of Montana. From the late 1860's to the 1930's, Bannack continued as a mining town with a fluctuating population. By the 1950's gold workings had dwindled and most folks had moved on. This National Historic Site is one of Montana's premier State Parks. Bannack receives approximately 46,000 visitors a year and the visitors come from all over the United States and a number of foreign countries to experience this renowned ghost town.

Montana State Parks AmeriCorps members perform capacity building activities. Their service revolves around the program goals listed below in order to ensure that they do not displace workers or take part in any prohibited or unallowable activities as outlined in AmeriCorps regulations. Montana State Parks AmeriCorps members *will* likely participate in activities that involve recurring contact with vulnerable populations.

#### **Member will contribute to the following program goals:**

- Improve park land
- Expand educational and interpretive programs
- Increase volunteer capacity\*
- Enhance outreach and awareness of state parks
- Participate in service activities including National Days of Service\*\*
- Respond to disasters, when called upon to do so by the program

#### **Specific Position Responsibilities:**

- Improve park land
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- Expand educational and interpretive programs
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- Increase volunteer capacity
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- Enhance outreach and awareness of state parks
- Schedule and implement school tours and assist in conducting natural and cultural history tours for school children and the general public on and off site.
- Compile and implement the programming of the Bannack Saturday Series.
- Research, photograph the Bannack 1994 Archaeology Project and input data into Past Perfect data base software program.
- Scan and organize a digital file of Bannack historic documents such as Mining Checks, deeds and other archival papers.
- Compile and create database index of Bannack's births, marriages, and deaths from the old newspapers clippings and Bannack archives.
- Update and digitize stabilization and other historic informational files.
- Update and inventory Bannack's Educational Trunks, Bird and Mining Backpacks.
- Create a 19<sup>th</sup> and/or 20<sup>th</sup> century town tour, and historic cemetery tour which will focus on Bannack's past inhabitants.

#### **Minimum Requirements:**

- Over 18 with a high school diploma or GED; college degree or equivalent work experience preferred
- A United States citizen, United States National, or legal permanent resident alien
- Demonstrated leadership skills
- Ability to take initiative, handle multiple projects, track details essential to project completion, analyze information, and meet deadlines
- Strong ability to communicate effectively orally and in writing with diverse groups of people
- Demonstrated ability to work independently and as part of a team
- Basic computer proficiency
- Passion for the outdoors and enthusiasm for enhancing Montana's state parks
- A driver's license and personal means of transportation within the state of Montana
- Must pass the requirements of the National Service Criminal History Check

#### **Benefits:**

- Living allowance of \$12,530 over 44 week term of service
- An AmeriCorps Education Award of \$5,775 upon successful completion of service. This award can be used to pay education costs at qualified institutions of higher education, for educational training and resources, or to repay qualified student loans. Members aged 55 and over may transfer the education award to a child, grandchild or foster child.
- Eligible for deferment on qualified student loans
- Guaranteed health benefits and child care assistance if qualified
- Experience and training working in the fields of outdoor recreation, parks management, interpretive services, education, community outreach, and volunteer management

- Opportunity to live, work and be part of the team amid the natural wonders and cultural heritage of Montana State Parks

**To Apply:**

Montana State Parks AmeriCorps only accepts applications through the my.americorps.gov portal. To apply, you can follow the link [HERE](#) to our application within my.americorps.gov. Please note, there is only one application for all of our 1700 hour positions, placement preference will be assessed during the interview process. Applications are accepted through January 1, 2017.

\* Volunteer activity facilitated by AmeriCorps members supports the management and operation of State Parks. These activities do not include any prohibited or unallowable activities as outlined in AmeriCorps regulations.

\*\*Service activities will center around the preceding program goals as well as provide unique opportunities for members to engage in service to non-profit community organizations that provide support to those in need, including victims of national disasters, individuals and families in poverty, veterans, homeless animals, and other groups. Service projects will take place on and around designated National Days of Service as well as other AmeriCorps organized events, such as member trainings. Service activities will not include any prohibited or unallowable activities as outlined in AmeriCorps regulations.

*The Montana State Parks AmeriCorps Program, as administered by the Montana Department of Fish, Wildlife and Parks, shall provide equal access to opportunities provided by the Program and shall not discriminate against any person because of race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, or gender identity. Minority candidates are encouraged to apply. Reasonable accommodations will be provided for qualified individuals with known disabilities unless doing so would result in an undue hardship. The accommodation must be essential for the Member to perform his/her service successfully. Funds for reasonable accommodations are available for use by members with disabilities who have been offered a position with an AmeriCorps Program and require an accommodation to fulfill the essential functions of their service.*